

## **AGENDA**

### **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**November 20, 2007**  
**Aldermen Gatsas, Shea,**  
**Garrity, Pinard, Duval**

**5:30 PM**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Virginia Lamberton, Human Resources Director, submitting updated class specifications for the Public Works Director and the Deputy Public Works Director.  
*(Note: Public Works Director concurs with the recommended revisions.)*  
**Gentlemen, what is your pleasure?**
4. If there is no further business, a motion is in order to adjourn.



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



November 1, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Updated Class Specifications

Dear Alderman Gatsas and Members of the Committee:

As per our discussion at the Human Resource and Insurance Committee meeting on Tuesday, October 30, 2007, I am attaching updated class specifications for the Public Works Director as well as the Deputy Public Works Director.

I have reviewed the class specifications with Frank Thomas and he concurs with the new language in both specifications.

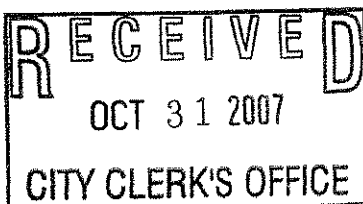
Your favorable approval of the class specifications would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachments

Cc: Frank Thomas, P.E.





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Public Works Director</b>
<b>Class Code Number</b>	<b>5840-31</b>

### General Statement of Duties

Plans, organizes and directs the operations and activities of the Highway Department; Serves as the Chief Engineer for the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Highway Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Highway Department, in coordination with a management team consisting of the positions of Sewer Superintendent, Solid Waste Superintendent, Chief Sanitary Engineer, Highway Superintendent, Chief of Street Operations, **Chief Facility Manager**, Building Maintenance Superintendent, Engineering Manager and Deputy Public Works Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, outside contractors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Administrators in implementing the expressed goals, policies and directives of the Highway Department, the Mayor, the Board of Aldermen and Federal/State regulatory agencies.

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address public works, environmental protection and infrastructure needs within the City of Manchester;
- Coordinates, directs and approves all engineering and construction activities;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Board of mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Provides legislative input on clean environment, economic development and enhanced local project funding issues;
- Serves as an in-house consultant on matters involving infrastructure guidance and municipal services;
- Oversees all infrastructure maintenance repair and construction project activities, including streets, sidewalks, sewers, bridges, **buildings, traffic signals, traffic signage** and special projects as requested;
- Administers all operations of the municipal Wastewater Treatment Plant;
- Provides operational management of emergency activities associated with rainstorms, flood protection, windstorms and snow and ice removal;
- Develops and coordinates action plans with other local jurisdictions, authorities and State agencies;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Highway Department;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Comprehensive knowledge of current principles, practices and operations of public works operations;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of modern engineering principles;

- Comprehensive knowledge of budgetary principles within a municipality;
- **Comprehensive knowledge of local, State and Federal regulations relating to Public Works Operations;**
- Comprehensive knowledge civic emergency responses associated with weather extremes and services relating to municipal infrastructures;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Master's Degree in Engineering; **or a Bachelor's Degree in Engineering and a Master's Degree in a related field;**
- Extensive experience in public works operations with a management role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- New Hampshire Professional Engineering License
- **Possession of a NH drivers license or access to transportation;**
- On-call status.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: BMA Date: 12/7/99



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Deputy Public Works Director
<b>Class Code Number</b>	5830-29

### General Statement of Duties

Provides administrative and management oversight to the operations and activities of the Highway Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all operations and activities of the Highway Department. The work is performed under the supervision and direction of the Public Works Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Highway Department, with a focus on the top Departmental management positions of Public Works Administrator, Sewer Superintendent, Chief Sanitary Engineer, Solid Waste Superintendent, Highway Superintendent, Chief of Street Operations, and Building Maintenance Superintendent; **Business Service Officer**; **Engineering Manager** and **Chief Facility Manager**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, outside contractors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Division Administrators in implementing the expressed goals, policies and directives of the Highway Department, including daily supervising, planning and coordinating of Departmental projects;

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address public works infrastructure needs within the City of Manchester;
- Reviews, analyzes and summarizes Department communications, procedural guidelines and related reports;
- Conducts studies and investigations of Department operations and citizen complaints;
- Participates in the development and administration of the Departmental budget and monitors all expenditures;
- Supervises and performs professional planning duties in design and oversight of public works service and construction activities;
- Recommends performance evaluation ratings and disciplinary action and provides grievance procedures and related personnel administration;
- Investigates and processes complaints from the public and the Board of Mayor and Alderman on behalf of the public relating to Public Works' services;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Oversees all infrastructure maintenance repair and Highway Department construction, including streets, sidewalks, sewers, bridges, **buildings, traffic signals, traffic signage** and special projects as requested;
- Provides operational management of emergency activities associated with rainstorms, flood protection, windstorms and snow and ice removal;
- Develops and coordinates action plans with other local jurisdictions, authorities and State agencies;
- Serves in the absence of the Public Works Director;
- Performs special projects for the Public Works Director as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of current principles, practices and operations of public works operations;
- Comprehensive knowledge of modern engineering principles;
- Comprehensive knowledge of budgetary principles within a municipality;



- Comprehensive knowledge civic emergency responses associated with weather extremes and services relating to municipal infrastructures;
- **Knowledge of Local, State and Federal regulations relating to Public Works Operations;**
- Thorough knowledge of current principles and practices of public administration;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, and
- Considerable experience in public works operations with a management role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- New Hampshire Professional Engineering License **preferred**;
- **Possession of a NH Driver's License or access to transportation;**
- On-call status.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: BMA Date: 12/7/99



**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

Edward J. Beleski  
- Chairman  
Joan Flurey  
William F. Houghton Jr.  
Robert R. Rivard  
William A. Varkas

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

## memorandum

**to:** Human Resources and Insurance Committee

**from:** Frank C. Thomas, P.E.  
Public Works Director

*ofc7*

**date:** November 1, 2007

**no.:** #07-054

**subject:** *Updated Class Specifications  
Public Works Director and Deputy Director*

I have reviewed the revised Public Works Director and Deputy Directors, Class Specifications submitted to the Human Resources Committee in correspondence from the Human Resources Director, dated November 1, 2007 and concur with the recommended revisions.

I want to thank the Human Resources Director for working with the Highway Department to generate these mutually acceptable Class Specifications.

/c